



CITY OF GLOUCESTER

Health Department
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Public Health
Prevent. Promote. Protect.

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

Application Fee: ☐ \$150.00 with Potentially Hazardous Foods
☐ \$75.00 without Potentially Hazardous Foods

**Fees are non-refundable – Application & Check must be submitted 21 days prior to event
NO APPLICATIONS ACCEPTED WEEK OF EVENT!**

NAME OF ESTABLISHMENT	OPERATOR	TELEPHONE NUMBER	CELL PHONE NUMBER
NAME OF EVENT/LOCATION		DATE(S) OF EVENT	HOURS OF OPERATION
OPERATOR MAILING ADDRESS		EMAIL ADDRESS	

NAME OF PERSON IN CHARGE CERTIFIED IN FOOD PROTECTION MANAGEMENT (Food Service Establishment ONLY)
Please attach copy of certificate:

NAME: _____ PHONE NO: _____ CERTIFICATION NO: _____

- Before completing this application, read "Food Establishment Operations - Are You Ready" checklist.
Have you read this material? YES () NO ()
- Menu: Attach or list all items. Any changes must be submitted and approved by the Board of Health **at least 5 days prior to the event.** _____

- Will all foods be prepared at the temporary food establishment booth? YES () NO ()
If YES, fill out chart below.
If NO, attach a copy of the agreement for use of an approved food establishment.
- List each food item prepared, and for each item check which preparation procedure will occur.

Food	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package

Note: If your food preparation procedures cannot fit this chart, please list all of the steps in preparing each menu item on an attached sheet.

- I certify that I am familiar with 105 CMR 590.00 Minimum Sanitation Standards for Food Establishments-Article X., and the above described establishment will be operated and maintained in accordance with the regulations.

DATE _____

A. Draw in the location and identify all equipment including handwash facilities, dishwash facilities, ranges, refrigerators, worktables, food/single service storage, etc. (A Certificate from the Fire Department is required for all open flames.)

[illegible]

Food Inspector: Rosalee Nicastro
Direct Phone: 978 282-8021
Email: rnicastro@gloucester-ma.gov

FOOD ESTABLISHMENT OPERATIONS ARE YOU READY?

Use this guide as a checklist for plan review and preopening inspection.

APPLICATION

- ☐ A completed food application is to be submitted to the Gloucester Health Department A MINIMUM OF 30 DAYS PRIOR TO THE EVENT.

FOOD AND UTENSIL STORAGE AND HANDLING

- ☐ DRY STORAGE: All food, equipment, utensils, and single service items shall be stored above the floor on pallets or shelving, and protected from contamination.
- ☐ COLD STORAGE: Refrigeration units shall be provided to keep potentially hazardous foods at 41°F or below. An effectively insulated container with sufficient coolant may be approved by the Health Department for storage of less hazardous foods, or for use at events of short duration
- ☐ HOT STORAGE: Hot food storage units shall be used where necessary to keep potentially hazardous foods at 140° or above.
- ☐ THERMOMETERS: Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit. A metal stem thermometer shall be provided where necessary to check the internal temperatures of hot and cold food. Thermometers must be accurate to $\pm 2^{\circ}\text{F}$ and have a minimum range of 40°F–165°F.
- ☐ WET STORAGE: Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.
- ☐ FOOD DISPLAY: All food shall be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- ☐ FOOD PREPARATION: All cooking and serving areas shall be protected from contamination by ALL sources. BBQ areas shall be roped off or otherwise segregated from the public.

PERSONNEL

- ☐ HANDWASHING: A minimum five-gallon insulated container with a spigot, and a basin, soap and paper towels shall be provided for handwashing. The containers shall be filled with hot water.
- ☐ HEALTH: Employees shall not have any open cuts, sores or diseases transmittable by food. Employees experiencing vomiting and/or diarrhea shall not have contact with food.
- ☐ HYGIENE: Employees shall have clean outer garments and hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

CLEANING

- ☐ **WAREWASHING:** Depending on the scope of operations a minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.
- ☐ **SANITIZING:** Chlorine bleach or other approved sanitizers shall be provided for sanitizing food contact surfaces, equipment and wiping clothes.
- ☐ **WIPING CLOTHES:** Wiping clothes shall be rinsed frequently in a clean 10ppm chlorine solution.

WATER

- ☐ **WATER SUPPLY:** An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.
- ☐ **WASTEWATER DISPOSAL:** Wastewater shall be disposed in an approved wastewater disposal system.

PREMISES

- ☐ **FLOORS:** Depending on the scope of operations, unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors shall be finished so cleanable.
- ☐ **WALLS & CEILINGS:** Depending on the scope of operations, walls and ceilings are to be of tight and sound construction to protect from the entrance of the elements and where necessary, flying insects. Walls shall be finished so cleanable.
- ☐ **LIGHTING:** Adequate lighting by natural or artificial means is to be provided. Bulbs shall be nonbreakable or shielded.
- ☐ **COUNTERS/SHELVES:** All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished so cleanable.
- ☐ **TRASH:** An adequate number of cleanable containers shall be provided inside and outside the booth.
- ☐ **RESTROOMS:** An adequate number of approved toilet and handwashing facilities shall be provided at each event. These facilities shall be accessible for employee use.
- ☐ **CLOTHING:** Personal clothing and belongings shall be stored at a designated place in the booth, away from food preparation, food service and warewashing areas.